

**27 DECEMBER 1996**



**Operations**

**CONTINGENCY SUPPORT STAFF (CSS)  
ORGANIZATION AND PROCEDURES**

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OPR: 18 WG/CP (SMSgt Roberts)  
Supersedes 18 WGR 55-1, 24 December 1992

Certified by: 18 WG/CP (Lt Col Ted M. Ball)  
Pages: 6  
Distribution: F

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This instruction implements AFD 10-2, *Readiness*, AFI 10-207, *Command Posts*; PACAFI 10-207, *PACAF Command Posts*; and 5AFI 10-201, *Fifth Air Force Crisis Action System*. It establishes the 18th Wing (18WG) CSS requirements and provides guidance when activated. It delineates immediate reaction responses to contingency operations, emergency situations, higher headquarters directed inspections, and locally generated exercises. This instruction applies to all personnel assigned to the 18th Wing and provides guidance to tenant and associated units/agencies that directly support the wing mission.

**SUMMARY OF REVISIONS**

This is the initial publication of 18 WGI 10-201, which revises 18 WGR 55-1. It updates organizational name changes, designation references and job responsibilities.

**1. The CSS is a Command and Control Element Which:**

- 1.1. Plans, directs, coordinates, and controls operational and emergency activities of subordinate elements.
- 1.2. Transmit timely directives to authorities charged with execution responsibility.

**2. Terms Explained.**

- 2.1. Command and Control. The exercise of authority and direction by a properly designated commander over assigned forces in the accomplishment of the mission.
- 2.2. Contingency Support Staff. A command and control element consisting of the Battle Staff (BS), Command Post (CP), Survival and Recovery Center (SRC), and Shogun Control (SC), formed to implement General War Plans and Contingency Operations Plans.

2.3. Battle Staff. A command and control element consisting of key commanders who have operational control and overall responsibility for command and control of flying and base functions.

2.4. Command Post (CP). An essential element in the PACAF command and control (C2) system. Provides vital, continuous C2 links in the chain of command from the commander, Pacific Air Forces and numbered Air Forces. Functionally and operationally aligned directly under the 18th Wing Commander. Receives, coordinates, and assists the commander in taskings and directions from higher headquarters.

2.5. Survival and Recovery Center (SRC). A command and control element consisting of representatives from key base agencies tasked with maintaining the base operational during pre-attack, and post-attack conditions. It is also tasked with coordinating natural disaster response.

2.6. Shogun Control. A command and control element consisting of operations, logistics, and maintenance personnel who coordinate mission tasking and generation of aircraft.

2.7. Personnel Availability.

2.7.1. Immediately Available. Physically present on or near the installation and capable of being contacted by telephone, intra-base radio, beeper, runner, or other signal devices within three minutes. After being alerted, capable of being present in the 18WG/CP within 15 minutes.

2.7.2. Readily Available. Capable of being contacted by telephone, intra-base radio, beeper, runner, or other signal devices and reporting to duty within one hour.

2.7.3. Standby Status. An individual who has been alerted but is not required to report to duty immediately. They will be considered available at the time of notification.

**3. Succession of Command.** The 18th Wing Commander (18WG/CC) is the CSS Director. Alternate CSS Directors in order of succession are the 18th Wing Vice Commander (18WG/CV), 18th Operations Group Commander (18 OG/CC), 18th Support Group Commander (18 SPTG/CC), 18th Logistics Group Commander (18 LG/CC), or the Senior Battle Staff member designated by one of those listed.

#### **4. Responsibilities:**

4.1. The 18 WG/CC (CSS Director) will:

4.1.1. Ensure operating procedures are established for operation of the CSS.

4.1.2. Monitor readiness of combat and support forces.

4.1.3. Ensure completion of all required actions in accordance with PACAFR 55-68, *(S)PACAF Alert System(U)*, Attachment 2 Annex B-F, upon receipt of any higher headquarters directed change in readiness status.

4.1.4. Provide situational updates to higher head-quarters as required.

4.1.5. Coordinate and release CSS directives.

4.1.6. Monitor action item suspenses.

4.1.7. Supervise preparation, coordination, and dispatch of the daily Situation Report (SITREP) when required.

4.2. CSS members will:

- 4.2.1. Ensure a senior representative from their organization is immediately available during normal duty hours and readily available during non-duty hours.
  - 4.2.2. Develop checklists to ensure compliance with specific actions required by both contingency and operations plans.
  - 4.2.3. Develop FACTSHEETS for each line number they are OPR for per PACAFR 55-68, and provide the Battle Staff Director two copies for inclusion in the wing commander's and OPR's Contingency Action Binder.
  - 4.2.4. Keep current Contingency Action Binders in the CP. These binders will include, as a minimum, this regulation, other applicable regulations, checklists, and FACTSHEETS. The Battle Staff Director will maintain the wing commander's binder and be the focal point for annual revision by OPR's of the FACTSHEETS. Each Battle Staff member will determine the contents of their book and assign an OPR within their group to maintain it.
  - 4.2.5. Prepare and implement when directed, alert and/or recall rosters in accordance with the 18th Wing Recall Plan. Schedule manpower resources to provide 24-hour coverage.
  - 4.2.6. Immediately inform the CSS Director of situations which may adversely impact mission accomplishment.
  - 4.2.7. Advise the CSS Director of limiting factors (LIMFACS) in their area of responsibility. Inform 18 WG/CPR (Reports Section) of LIMFACS so they can compile and format for CSS Director coordination and release.
  - 4.2.8. Coordinate all requests for additional information from higher headquarters with the CSS Director. Prepare messages for coordination and release.
  - 4.2.9. Ensure OPSEC and COMSEC measures are observed by subordinates.
- 4.3. Direct a weather representative to brief current and forecasted weather conditions at all scheduled briefings.
- 4.4. Chief, 18 WG/CP will:**
- 4.4.1. Initiate recall per 18th Wing Recall Plan when directed by the wing commander.
  - 4.4.2. Be responsible for information flow between Command Post Emergency Actions Controllers and the wing CSS commander.
  - 4.4.3. Review and submit updates to this instruction as required.
  - 4.4.4. Ensure equipment and facilities are maintained.
- 4.5. Battle Staff Coordinator (Shogun Control Director) will:**
- 4.5.1. Be responsible for the all CSS briefings.
  - 4.5.2. Be the facilitator between all responsible agencies within the CSS.
- 4.6. Director, SRC will report to the CSS Director and:**
- 4.6.1. Initiate and maintain a CSS log.
  - 4.6.2. Ensure all messages, and tasking orders, to include IG letters of instruction, and CSS directives are reproduced and distributed to the appropriate agencies.

4.6.3. Ensure that master logs and copies of all messages, IG letters of instruction, simulation and shortfall letters, and CSS directives are retained. Take careful notes or record each Battle Staff briefing to ensure CSS Director taskings are complied with in a timely manner.

4.6.4. Coordinate with OPRs to ensure taskings specified in the IG letter or instruction are complied with in a timely manner.

4.6.5. Supply individuals to support all subsequent CSS briefings.

**5. Concept of Operations.** The 18th Wing must be responsible for a broad range of operational contingencies and emergency situations. This instruction provides guidance to the wing for these situations and provides a command structure capable of responding to unpredictable situations. Policy guidance and direction during specific conditions will be provided by the Battle Staff.

## **6. Procedures.**

6.1. During periods of normal readiness, Battle Staff members will be immediately available during duty hours and readily available during non-duty hours.

6.2. The 18 WG/CP will recall or activate the CSS when directed by the 18WG/CC or designated alternate.

6.3. When contacted, CSS personnel will comply with instructions given by the 18 WG/CP. Those required to report may differ depending on the contingency involved. For example, it may not be necessary for Shogun Control to report for a natural disaster situation.

6.4. CSS members may be released from immediately available status at the discretion of the CSS Director.

JOHN R. BAKER, Brigadier General, USAF  
Commander, 18th Wing

**Attachment 1****18WG CSS COMPOSITION**

**A1.1.** The CSS is comprised of the Battle Staff, Command Post, Shogun Control, Survival and Recovery Center, and other staff personnel designated by the 18th Wing Commander.

**A1.2.** The Wing Battle Staff is comprised of the following positions:

A1.2.1. 18th Wing Commander (CSS Director)

A1.2.2. 18th Operations Group Commander

A1.2.3. 18th Support Group Commander

A1.2.4. 18th Logistics Group

A1.2.5. 18th Medical Group

A1.2.6. 18th CEG

A1.2.7. 353d Special Operations Group Commander

\*353 Special Operations Group Commander will be included for all contingency operations and emergency situations

**A1.3.** The following unit commanders or their representatives may attend the CSS or Battle Staff when formed as dictated by individual missions, available personnel, or invitation by the 18WG/CC.

A1.3.1. 633d Airlift Mobility Support Squadron Commander

A1.3.2. Commander, Fleet Activities, Okinawa

A1.3.3. 82d Reconnaissance Squadron Operations Group

A1.3.4. 390th Air Intelligence Squadron Commander

A1.3.5. 353d Special operations Group Commander

**A1.4.** The Shogun Control is comprised of the following positions:

A1.4.1. Shogun Control Director (OSS)\*

A1.4.2. MOC Controller

A1.4.3. Mobility Controller

A1.4.4. F-15 Pilot

A1.4.5. Heavy Pilot

\*18 OSS/OSX and 18 LSS/LGX Chiefs will be recalled with the Battle Staff in the event of contingency warning or tasking orders.

**A1.5.** The Survival and Recovery Center is comprised of the following senior representatives:

A1.5.1. SRC Director

A1.5.2. CSS Admin Director

A1.5.3. EOD

A1.5.4. Medical

A1.5.5. Personnel

A1.5.6. AO

A1.5.7. Communications

A1.5.8. Security Police

A1.5.9. Services

A1.5.10. Civil Engineering

A1.5.11. CE MOS Team Member (2)

\*\*CSS Administrative Director reports directly to the CSS director or designated representative.